

MINUTES
CITY OF STEVENSON COUNCIL MEETING
June 16, 2022
6:00 PM, City Hall and Remote

1. **CALL TO ORDER/PRESENTATION TO THE FLAG:** Mayor Anderson called the meeting to order at 6:00 p.m, led the group in reciting the pledge of allegiance and conducted roll call.

Elected Officials attending: Mayor Scott Anderson; Councilmembers Dave Cox, Michael Johnson, Kristy McCaskell, Annie McHale, Paul Hendricks.

Staff attending: City Administrator Leana Kinley, Community Development Director Ben Shumaker, Public Works Director Carolyn Sourek, City Attorney Ken Woodrich.

There were Members of the Public also in attendance.

2. **PUBLIC COMMENTS:**

> Comments were received on infrastructure, taking care of citizen's needs, and several upcoming Grange programs in support of Community Resilience.

3. **CHANGES TO THE AGENDA:**

- a) * **6/14 changes** include:-Addition TIP Public Hearing documents (item 6a)-Removal of Planning Commission appointment (item 8a)-Addition of Flail Mower memo (item 8d)-Addition of Personnel Policy memo (item 8f)-Addition of ratification of Shorelines Grant (item 8g)-Addition of Housing report (item 9e)-Addition of Planning Commission minutes (item 9f)

- b) ** **6/15 changes** include:-Addition of water leak request (item 4b)-Addition of liquor license renewals (item 4c)-Additional TIP Public Hearing comments (item 6a)-Addition of Fire Department report (item 9g)-Addition of Contracts over \$10k report (item 9f)-Addition of Voucher information (item 11.)

- c) *** **6/16 changes** include: -Additional TIP Public Hearing comments (item 6a)

4. **CONSENT AGENDA:** The following items were presented for Council approval:

- a) **Minutes** of May 19, 2022 Regular Council Meeting; May 27th & 28th, 2022 Council Retreat; June 7th, 2022 Diversity, Equity and Inclusion Workshop and the June 8th, 2022 6-Year Transportation Improvement Plan Workshop.

- b) ****Liquor License Renewals** - Rock Creek Tavern LLC, O&B Singh, Inc. (Main Street Convenience), LDB Beverage Company (Jester and Judge)

- c) ****Water Adjustment** - Elizabeth Galloway (meter no. 702950) requests a water adjustment of \$79.57 for a water leak which they have since repaired.

MOTION to approve consent agenda item a-c was made by **Councilmember Paul Hendricks**, seconded by **Councilmember Annie McHale**.

Voting aye: **Councilmembers McHale, Hendricks, McCaskell, Cox and Johnson**.

5. PRESENTATIONS FROM OUTSIDE AGENCIES:

- a) **Chamber of Commerce** - Skamania County Chamber of Commerce Executive Director Angie Weiss presented an update on Chamber activities.

6. PUBLIC HEARINGS:

- a) **Transportation Improvement Program (5a)** - City staff presented the six-year Transportation Improvement Program (TIP) for public input and council consideration. This was the second public hearing for the annual TIP update.

Mayor Anderson opened the public hearing at 6:16 p.m.

City Administrator Kinley provided a brief staff report on the June 8th TIP workshop. Feedback on Kanaka Creek and other projects was received. The TIP was revised to reflect it. Primary changes included removing the pedestrian access only proposal for Kanaka Creek and adding the Iman Creek Overlay.

Two TIP options were presented to the Council for consideration: **A** or **B**.

Option A prioritizes paving all city rights of way which are currently gravel.

Option B prioritizes repaving only those roads that improvements have been requested for.

Public Comments:

>Members of the public made comments about Frank Johns Road, roundabouts, the Kanaka Creek Underpass, Right-of-Ways, the Fire Hall, the Columbia Street realignment project, and a public restroom downtown.

The public hearing closed at 6:52 p.m.

MOTION to approve the 6-year Transportation Improvement Plan Option A as presented made by **Councilmember McHale**, seconded by **Councilmember Hendricks**.

Council had further discussion before voting.

Voting aye: **Councilmembers Hendricks, McHale, Johnson, McCaskell**

Voting no: **Councilmember Cox**

7. SITUATION UPDATES:

- a) **Sewer Plant Update (1)** - Staff presented an update on the Stevenson Wastewater System and Compliance Schedule.

8. COUNCIL BUSINESS:

- a) ***Appointment of Planning Commissioner** - Removed-recommendation postponed
- b) **Approve Waiving Back-Billing for Billing Discrepancy** - **City Administrator Leana Kinley** presented a staff memo regarding additional back-billing waiver requests for properties which were not billed for permitted Accessory Dwelling Units (ADUs) for council review and consideration.

MOTION to approve waiving the back-billing in relation to unbilled ADUs for the customers listed in the staff memo for a total amount of \$7,371.86 was made by **Councilmember McHale**, seconded by **Councilmember McCaskell**.

Voting aye: **Councilmembers Cox, Johnson, McHale, Hendricks, McCaskell**.

- c) **Approve Type D Right-of-Way Permit for 438 NW Roselawn Avenue** - **Public Works Director Carolyn Sourek** presented and explained the staff report for the request for a Type D long-term use of the city right-of-way for landscaping at 438 NW Roselawn Avenue for council consideration.

MOTION to approve City of Stevenson Type D Right-of-Way Permit for 438 Roselawn to plant bushes within City ROW, width conditional upon maintenance within 18' of centerline, height conditional upon maintenance within 6' of ground elevation, and removable at parcel owner's expense if issues with any city infrastructure is observed was made by **Councilmember Johnson**, seconded by **Councilmember McCaskell**.

Voting aye: **Councilmembers Johnson, McHale, McCaskell**.

Voting no: **Councilmembers Hendricks, Cox**.

- d) **Approve Purchase of Flail Mower** - **Public Works Director Carolyn Sourek** presented and explained a staff memo regarding the need to purchase a flail mower.

MOTION to approve up to \$150K for the purchase of a flail mower and trailer was made by **Councilmember Cox**, seconded by **Councilmember Johnson**.

Voting aye: **Councilmembers McHale, Cox, Johnson, McCaskell, Hendricks.**

- e) **Approve Personnel Policy Update - City Administrator Leana Kinley** presented and explained a staff memo and resolution 2022-395 revising and updating the personnel policy for council consideration.

MOTION to approve resolution 2022-395 was made by **Councilmember McCaskell**, seconded by **Councilmember Hendricks**.

Voting aye: **Councilmembers Hendricks, McCaskell, Cox, Johnson, McHale.**

- f) ***Ratify Ecology Shoreline Access Grant - Community Development Director Ben Shumaker** requested council ratify the attached grant for \$72,000 with the Department of Ecology for developing a Stevenson Shoreline Public Access and Trail Plan. Council authorized the Mayor to sign the draft contract on May 19th, 2022.

MOTION to approve ratification of the Ecology grant SEASMP-2123-StevPW-00029 in the amount of \$72,00 was made by **Councilmember Cox**, seconded by **Councilmember McHale**.

Voting aye: **Councilmembers Hendricks, McCaskell, Cox, Johnson, McHale.**

9. INFORMATION ITEMS:

- a) **The Skamania County Sheriff's report** for activity within Stevenson city limits for the prior month.
- b) **Skamania County Chamber of Commerce's activities** conducted in the prior month.
- c) **Financial Report** - The Treasurer's Report and year-to-date revenues and expenses through the prior month.
- d) **Port of Cascade Locks press release** regarding Bridge of The Gods toll increases.
- e) ***Housing Programs Report** - The report for the prior month on housing services provided by Washington Gorge Action Programs in Skamania County
- f) ***Planning Commission Meeting Minutes** from May 2022.
- g) ****Contracts Awarded Administratively** - The report on contracts, purchases and change orders over \$10,000 approved administratively over the past month was attached.
- h) ****Stevenson Fire Department Report** on the previous month's activities.

10. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) **Ben Shumaker, Community Development Director** presented department update.
 - Current planning activity is up, small land and two-lot divisions are taking place.
 - Discussions on infill development will likely be a future topic to come before the Council as subdivisions are filling up.

- The Shoreline Public Access plan will result in heavy public involvement. Direct discussions with property owners regarding trail alignment will be taking place. A budget for land acquisition will be developed and presented to the Council at a future date.
- He discussed changing the way the city approaches requirements for public improvement projects.
- **Shumaker** recommended the Council use data collected in 2021 to help develop a long-range transportation plan that includes conceptual plans for all the city roads and streets. It would aid in public understanding of projects as well as in budget planning. He also suggested developing policies regarding local improvement districts to address cost sharing.
- He asked the Council to keep in mind the Public Works Director's expertise on working on fish passages and storm water as related issues come before them.
- Further discussion was held on the development of city standards for road improvements.

b) Carolyn Sourek, Public Works Director presented department updates.

- Staff is getting WWTP certifications.
- The Public Works crew is fixing streets and potholes, doing ROW clean up, and landscaping.
- They are working on putting together routine maintenance schedules.
- The annual notice to remind homeowners re ROW cleanup has gone out.
- City Attorney Ken Woodrich advised the city does have a responsibility to maintain vegetation to keep a safe sight distance, regardless of if it is on public or private property. A written policy and procedure concerning the issue is highly recommended.

c) Leana Kinley, City Administrator presented department updates.

- Second ARPA fund payment is expected by month's end.
- The Bridge of The Gods has increased its toll rates. Breezeby non-commercial accounts passes will see an increase of 10% in 2023.
- A follow up to the Council retreat is set for July 9th, 2022, from 1-4 p.m. The site is to be determined.
- The Planning Commission has scheduled a workshop to address incorporating the Capital Improvement Plan into the Comprehensive Plan. The City Council will also have a first 'touch' in July.
- She noted appreciation for the way the TIP came together. A goal is for improved transparency and public input in city project planning.
- Councilmembers expressed appreciation for the recent TIP workshop.

11. VOUCHER APPROVAL:

**May 2022 payroll and June 2022 AP checks have been audited and are presented for approval. May payroll checks 16033 thru 16036 total \$105,998.48 which includes EFT payments. June 2022 AP checks 16032 and 16037 thru 16097 total \$399,860.62, which includes EFT payments. The AP check register with fund transaction summary is attached for review.

MOTION to approve the vouchers as presented was made by **Councilmember McHale**, seconded by **Councilmember Hendricks**.

Voting aye: **Councilmembers Hendricks, McCaskell, Cox, Johnson, McHale.**

12. MAYOR AND COUNCIL REPORTS:

- a) **Mayor Anderson** related the Brews and Blues Festival will be held soon. Other activities are taking place in the area.

13. ISSUES FOR THE NEXT MEETING:

- a) **Kanaka Creek Underpass** – costs to maintain it as a gravel road.

14. ADJOURNMENT - Mayor Anderson adjourned the meeting at 8:30 p.m.

Scott Anderson, Mayor

Date